



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339

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Roxanne Maher
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES
FINANCE COMMITTEE
REGULAR MEETING

Wednesday, June 5, 2024

5:00 PM

Annex Meeting Room - Video Conference

DRAFT

- I. **CALL TO ORDER** - The Meeting was called to order by Committee Chairman Councilor Saccone at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Saccone welcomed all to the Hybrid Meeting. He stated for the Town Council Finance Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. **ROLL CALL**

Attendee Name	Title	Status	Location	Arrived	Departed
Jessica Buhle	Town Councilor	Present	In-Person	5:00 pm	6:05 pm
Tim Ryan	Town Councilor	Present	In-Person	5:00 pm	6:05 pm
Tony Saccone	Town Councilor	Present	In-Person	5:00 pm	6:05 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:00 pm	6:05 pm
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person	5:00 pm	6:05 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	6:05 pm
Jason Hartling	School Superintendent	Present	In-Person	5:00 pm	5:18 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	6:05 pm
Jon Mann	Chief Ledyard Center Fire Department	Present	In-Person	5:00 pm	5:41 pm
Steve Holyfield	Administrator of Emergency Services	Present	Remote	5:00 pm	5:11 p.m.
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	6:05 pm

- III. **RESIDENTS AND PROPERTY OWNERS COMMENTS**

- IV. **PRESENTATIONS/INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Finance Committee Meeting Minutes of May 15, 2024
Moved by Councilor Buhle, seconded by Councilor Ryan

VOTE: 3 – 0 Approved and so declared

- VI. **FINANCE DIRECTOR'S REPORT**

Mayor Allyn, III, reported on the following: (1) School(s) Consolidation/Improvement Projects (Middle School & Gallup Hill School) – Mayor Allyn stated today he was notified

that the State would be releasing \$7,841,311.00 to the town this week explaining that this was an interim payment, and that the Project(s) would now enter into the State's Final Audit Process; (2) School Roof Projects \$8,550,000 (Central Office, Gales Ferry School, Juliet W. Long School) – Mayor Allyn stated in preparation to go out to Bond for the School(s) Roof Replacement and Associated Projects, that he and Finance Director Matthew Bonin would be meeting with Standard & Poors to obtain a Bond Rating. He stated Ledyard would sell Bonds around the end of July, 2024.

VII. FINANCIAL REPORTS – None.

VIII. NEW BUSINESS

1. MOTION to recommend the Town Council authorize the purchase of a used SCBA Cascade filling station from the Town of Preston in the amount of \$5,000 from Account # 0210-20-2050-20501-57300 (LFD CNR New Equipment).

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Ledyard Center Fire Chief Jon Mann stated the Fire Department has been seeking the Assistance to Firefighters Grant (AFG) to purchase a new Cascade/ Air Compressor Unit that would be installed at the Ledyard Fire Department on Fairway Drive. He explained because their Grant Applications to date have not been approved that purchasing the used SCBA Cascade filling station from the Town of Preston for \$5,000 would be a stop gap measure. He stated currently the Ledyard Center Fire Department was filling their SCBA cylinders from the mobile unit on their Rescue Truck R-17 and then filling the Rescue Turck's mobile system at the Gales Ferry Fire Station using their SCBA Cascade filling station. He stated because the Apparatus Replacement Schedule Plan would phase out their Rescue Truck R-17 they would not have a Cascade System on the Ledyard side of town.

Mr. Mann continued by noting the SCBA Cascade filling station they were looking to purchase was a 20-year old used unit. However, he stated in talking with Preston's Fire Chief he has given the system high marks, noting that all the service and maintenance was up-to date, stating that there were no known issues. He stated a new SCBA Cascade filling station could cost between \$80,000 - \$100,000.

Councilor Buhle questioned whether moving from a mobile SCBA Cascade filling station to a fixed unit had any drawbacks. Mr. Mann stated that he believed the fixed unit would be better.

Councilor Ryan noted the background information indicated the following:

- By having an existing SCBA Cascade filling station that the Fire Department was looking to replace it would strengthen their Assistance to Firefighters Grant (AFG) Application.
- An additional \$2,000 was needed to install the unit for a total project cost of \$7,000.

Mr. Mann responded to Councilor Ryan explaining that the Fire Department had the \$2,000 available in their equipment maintenance budget to pay for the installation. He went on to explain because the installation would be done by different vendor, and the costs were below the \$5,000 threshold, they were not required to seek bids in accordance with Ordinance #200-001 "*Purchasing Ordinance for the Town of Ledyard*".

Councilor Ryan questioned whether there were obstacles preventing the Ledyard Center Fire Department from obtaining the Assistance to Firefighters Grant (AFG).

Administrator of Emergency Services Steve Holyfield stated the Assistance to Firefighters Grant (AFG) was a competitive process, explaining that they were competing with larger Agencies and Fire Departments that had a higher call volume. Therefore, he stated those Fire Departments were being awarded the grant funding over Ledyard. He stated in the Evaluation of their Grant Application that Ledyard received 100% for the Technical portion, however, the issue was that their call volume was lower than the other Agencies. Therefore, he explained when they have a tie, that the Federal Emergency Management Agency (FEMA) looked at call volume, noting with Ledyard having between 600-700 calls a year, that it puts them behind the curve in terms of qualifying for the grants. He stated as Councilor Ryan noted, that by having a SCBA Cascade Filling Station that the Fire Department was looking to replace, it would strengthen their Grant Application because they would be upgrading their existing older equipment. He stated their last Assistance to Firefighters Grant Application was in the amount of \$84,000, noting that it would have required a 5% local match, which was about \$6,000.

Mr. Holyfield went on to state by purchasing the used SCBA Cascade Filling Station from Preston for a total cost of \$7,000 (equipment and installation) that it would keep the career Firefighters and their Rescue Truck -R-17 that was assigned to Ledyard Center and the Rescue Truck in Ledyard Center, so that they would not have to take the SCBA cylinders to Gales Ferry Fire Department to fill the cylinders. He stated they have career staff assigned to the different sides of town to minimize response time, and maximize customer service delivery to the taxpayers. He stated purchasing the SCBA Cascade filling station would aide them in achieving their goals.

Councilor Ryan thanked Mr. Holyfield for his explanation, noting that having a low call volume was a good problem to have. He stated he supported the purchase of used SCBA Cascade filling station, noting that should they receive the Assistance to Firefighters Grant and purchase/install a new system that there was also the idea of being able to sell the current SCBA Cascade filling station. Mr. Holyfield stated this could be a zero cost in the long run.

VOTE: 3 – 0 Approved and so declared

Mr. Holyfield left the meeting at 5:11 p.m.

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2. MOTION to recommend the Town Council appropriate and transfer \$129,698 from Account #10188210-59300 (Transferred Funds) to Account #2250101-49002 (BOE CNR Transfers In);

In addition, appropriate \$129,698 to Account #22570101-58261 (BOE CNR Ag-Science)

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: School Superintendent Jason Hartling, attending remotely, explained for the Fiscal Year 2023/2024 the town budgeted \$850,000 to be received as revenue in the General Fund from the Agri-Science & Technology Education Grant (ASTE). However, he stated the town received \$979,698 which was \$129,698 more than the budgeted amount. He stated each year the excess funds were transferred from the General Fund to their ASTE Capital Account to be used to purchase capital items for the Agri-Science Program.

Councilor Saccone questioned whether the Board of Education knew how they were going to spend these ASTE Capital Funds. Mr. Hartling stated the Agri-Science Department provided a list of items that were needed at the beginning of this current school year. He stated he would be meeting with Ms. Okeefe to review the list before the end of the school year.

VOTE: 3 – 0 Approved and so declared

Councilor Saccone thanked Mr. Hartling for attending tonight’s meeting. Mr. Hartling left the meeting at 5:18 p.m.

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

3. MOTION to recommend the Town Council transfer tax accounts in the amount of \$68,748.54 listed in the report dated May 1, 2024, to the “*Suspense File*”.

In addition, authorize the transfer of non-refundable over payments in the amount of \$197.41 to the general fund listed in the report dated May 21, 2024.

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Mayor Allyn, III, noted both the Suspense File and Overpayments were part of their year-end housekeeping work. He explained that the *Overpayments* were just that, noting that overpayments of under \$5.00 do not have to be refunded, in accordance with CGS Sec.12-129. He also noted in accordance with Ordinance #200-002 “*An Ordinance Authorizing the Tax Collector to Retain Payments in Excess of the Amount Due Provided Excess is Less than Five Dollars*” over payments under \$5.00 were transferred to the General Fund. He stated for Fiscal Year 2023/2024 the Overpayments totaled \$197.41. He stated overpayments that were over \$5.00 were refunded.

Mayor Allyn went on to address the “*Suspense File*, explaining that each year the Tax Collector presented a list of accounts classified as “*Uncollectable*” to be transferred to the “*Suspense List*”. He explained that this action would remove the taxes, for both property and motor vehicle, from an active status to a non-active status. However, he stated the accounts that were being transferred would remain on the tax roll and would be flagged as a “*Suspense Item*”. He also explained that except for bankruptcy or deceased,

the remaining bills would be sent to a collection agency, and would remain on the tax rolls for fifteen years from their due date. He stated in some cases a State Marshall was used to notify taxpayers of their delinquent taxes and that this was also helpful. He stated this year's Suspense List was in-line with previous years, noting that last year the (FY 22/23) the Suspense File was \$60,136.02. He stated their Tax Collection Rate was at 99.3% which was good.

Councilor Buhle stated in many cases military service people who have registered their vehicles here and then move out of state do not receive their motor vehicle tax bill. She stated when they move back to Connecticut they cannot register a vehicle because they owed back taxes.

Mayor Allyn noted Councilor Buhle's comments regarding delinquent motor vehicle taxes, and he explained all of Connecticut's Municipalities' Tax Collection Systems were connected to the Department of Motor Vehicle. Therefore, he stated that they would have to pay their delinquent motor vehicle taxes before they could register a vehicle.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

4. MOTION to recommend Town Council approve to set a Real Estate and Personal Property Mil Rate of 35.21 and a Motor Vehicle Mil Rate of 32.46.
Moved by Councilor Ryan, seconded by Councilor Buhle
Discussion: Mayor Allyn, III, stated at the May 21, 2024 Referendum the townspeople approved a Fiscal Year 2024/2025 Budget in the amount of \$67,430,573 (GG \$29,060,750; and BOE \$38,369,823) which represented a 0.65 mil increase. He stated for this year's Budget Referendum they had a 4.1% voter turnout.

Mayor Allyn went on to explain that the mil rate for the motor vehicles was lower than the real estate mil rate because of the State's Car Tax Cap of 32.46 mils which remained the same as the previous year. He stated because the Car Tax Cap would result in a loss of tax revenue for several towns, the State of Connecticut would reimburse Municipalities for the loss of tax revenue for the delta between the town's mil rate 35.21 and the state's cap 32.46. He stated that they do not know if this would change going forward, however, he stated that it was something they needed to keep in mind.

In accordance with the Town Charter, Chapter VII; Section 6 "*On or before the first day of July the Town Council shall fix the tax mils fourth Monday in June*".

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

5. MOTION to recommend the Town Council approve Standing Bid Waivers as follows: Vendors included in the Town of Ledyard Standing Bid Waiver List for FY2025, Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government.

Town of Ledyard Fiscal Year 2024-2025 Standing Bid Waiver List					
Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Administrator of Emergency Services	Yale New Haven Healthcare	Firefighter physicals	Only area provider capable of supporting appointment based physicals	Yes	N/A
Debt Service	Munistat	Financial Services Advisor	Financial advisor for all bond and BAN issuances. Holds Town's debt records and history. Need to continue with them for consistency and institutional record keeping.	Yes	N/A
Human Resources	Isolved Inc. (Timeforce)	Time & Attendance Software for payroll	General government time and attendance system. Selected after RFQ process. Need to continue with this system for consistency and efficiency.	Yes	N/A
Human Resources	InTime Services Inc.	Time & Attendance Software for payroll	Police and Dispatch time and attendance system. Designed for unique police scheduling requirements. Need to continue for consistency and efficiency.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Firematic Supply Company Inc.	Hurst Extrication Tools & Morning Pride Turnout Gear	Sole authorized vendor and repair shop for Hurst jaws of life and for PPE for both fire companies.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	MES - Shipman's Fire Equipment Co.	Scott Airpak Breathing Apparatus	Sole authorized vendor.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Bulldog Fire Apparatus Inc.	Fire Apparatus Repair and Maintenance	Specialized in fire apparatus repairs and familiar with the town's equipment. Long standing history of quality work. Close proximity (Bozrah, CT) helpful when towing is required.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	ESO Solutions Inc.	Record Keeping and Reporting Software	Specialized software for fire and emergency services. Utilized for incident tracking, record keeping and required state reporting.	Yes	N/A

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Libraries	Libraries Online, Inc. (LION)	Regional Computer Network	Automated network at Library. Unique vendor used by many of the state's municipal libraries.	Yes	N/A
MIS	Gemni Software	Computer Software Support	Assessor, Tax Collector software – current provider.	Yes	06/30/25
MIS	Tyler Technologies	Financial Software Support	Annual support, upgrades, and hosting fee for Munis software; sole provider of existing software.	Yes	N/A
MIS	Granicus	Meeting management and web streaming platform	Under contract for the next year	Yes	06/30/25
MIS	Fiber Store	Network Cables/Modules/Equipment	They provide lower cost fiber equipment than OEM's that work just as well.	No	N/A
Parks & Recreation	Hinding Tennis LLC	Crack Repairs for Tennis and basketball courts	Installed our tennis/basketball courts and holds the patent for the RiteWay Crack Repair System specifically designed for the membrane of those courts, ensuring we do not void warranty.	Yes	N/A
Parks & Recreation	M & M Hydroseeding LLC	Non contract field work	Perform field work not included in the contract as needed. Most work can be done in conjunction with work included under the contract resulting in savings.	No	N/A
Police	MHQ Municipal Vehicles, Putnam Ford, Whaling City Ford, Colonial Ford or dealership with lowest price	Police Cruisers	Providers of police cruisers.	Yes	N/A
Police	CentralSquare (Tritech Software Systems)	CAD System	Sole provider for existing CAD system.	Yes	N/A
Police	Nexgen Public Safety Systems	CAD/RMS System Software	Proposed sole provider for new upgraded CAD/RMS System	No	N/A
Police	AAA Police Supply	Ammunition	Contract priced duty and training ammunition	No	N/A
Police	Communications Plus	Police Base Station & Radio Service and Installation	Sole provider of base station radios.	Yes	N/A

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Police	Motorola Solutions (Watchguard Video)	In-Car Video System and Body Worn Cameras	For purchase and maintenance of system. State approved and priority vendor for maintenance of the system.	Yes	N/A
Public Works	CLA Engineers	Consulting Engineers	MS4 program requirements per RFQ selection in FY05 and subsequent TC bid waiver.	Yes	N/A
Public Works	Morton Salt, Inc	Treated Salt	Proprietary Ice-B-Gone blend used exclusively by the Town.	Yes	N/A
Public Works	BETA Group, Inc.	Consulting Engineer	Annual Pavement Management support and periodic comprehensive road inspection survey and reporting. Selected in 2010 to provide these services and has been authorized through formal bid waivers since.	Yes	N/A
Public Works	Frost Solutions	Road Surface Monitoring Stations	Permanently-installed proprietary road surface and weather monitoring stations for winter operations. Originally less than \$5,000 per year but now above.	Yes	N/A
Public Works	Twin Cedars, Inc.; Freightliner of Hartford; and RJ's Diesel Repair, Inc	Truck/Heavy Equipment Service	These companies are specialized in heavy equipment repairs and familiar with the town's equipment	Yes	N/A
Town Clerk	New Vision (Catalis) and Adkins Printing	Land Record Indexing	The Town has a contract with both vendors for these state mandated services.	Yes	N/A

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Mayor Allyn, III, stated each year the Town Council approved a “*Standing Bid Waiver List*” for unique vendors, lowest possible prices obtainable, sole vendors, and fewer than three bidder situations, noting that the Town’s Purchasing Ordinance required them to request competitive bids for items in excess of \$15,000.

Mayor Allyn went on to note per Ordinance #200-001 “*An Ordinance for Purchasing*” the purchasing thresholds were as follows: (1) For purchases of goods or services between \$5,000 - \$14,999 the Town shall solicit a minimum of three quotes; and (2) For purchases over \$15,000, a minimum of three (3) proposals are required through a competitive bid process.

Mayor Allyn explained at one time the Standing Bid Waiver List was about six-pages, but that they have worked to reduce the number of vendors on the List. He noted the following vendors were new additions to the list this year:

- AAA Police Supply - Police Ammunition – Mayor Allyn stated the State had a contract with AAA Police Supply, noting that it was a favorable contract price.
- Nex-Gen System– Mayor Allyn stated that Nex-Gen was a proprietary CAD System for the Police Department and Emergency Communications Dispatch.

Councilor Buhle stated Nex-Gen was the leading system in the State. She noted the Connecticut State Police and other Police Departments in their region such as Montville, Waterford, etc., were using this software. She stated by using Nex-Gen that Ledyard would be able to seamlessly collaborate with others in their region.

Councilor Ryan stated the previous vendor, Central Square, was also on the List.

- MIS Department – Mayor Allyn stated MIS Director Justin Dube found a fiber supplier that provided equipment that was the same quality or better, for a lower price.
- Hydroseeding – Parks & Recreation – Mayor Allyn explained that they do not hydroseed often. However, he stated because of the time involved to solicit bids and the timing to get the hydroseed down during the growing season that Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. requested this vendor be included on the Standing Bid Waiver List.

Councilor Ryan questioned whether having a vendor on the Standing Bid Waiver List would prevent them from going out to bid. Mayor Allyn stated not at all. Councilor Ryan stated that although he did not mind the Hydroseeding being on the Standing Bid Waiver List, that he thought that this was something they should go out to bid for.

VOTE:

3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0

MOVER: Jessica Buhle, Town Councilor

SECONDER: Tim Ryan, Town Councilor

AYES: Jessica Buhle, Tim Ryan, Tony Saccone

Ledyard Center Fire Chief Jon Mann left the meeting at 5:41 p.m.

6. Reschedule the Finance Committee’s June 19, 2024 meeting date.

Background: Juneteenth: Independence Day, Freedom Day “*The Emancipation Proclamation*” was signed by President Abraham Lincoln on January 1, 1863.

Mayor Allyn stated in 2021 President Joe Biden signed a Bill that was passed by Congress to set aside Juneteenth (June 19th), as a federal holiday; and on May 27, 2022 Governor Ned Lamont signed into law Public Act 22-128, which established a new legal state holiday on June 19 known as Juneteenth Independence Day, which was scheduled to be legally recognized in 2023. He stated with Connecticut being a state declaring Juneteenth as a state holiday, that both State and Municipal Employees have the day off. He stated because Town Offices would be closed that Committees cannot meet. Therefore, he suggested the Finance Committee reschedule their meeting to Tuesday, June 18, 2024.

By consensus the Finance Committee agreed to reschedule their June 19th meeting to Tuesday, June 18, 2024 at 5:00 p.m.

COMPLETED

****POST MEETING NOTE: 6/12/2024**:** Due to no New Business the Finance Committee did not schedule a Special Meeting on June 18, 2024.

7. Any New Business proper to come before the Committee – None.

IX. OLD BUSINESS

1. Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Mayor Allyn, III, noted that Finance Director Matthew Bonin provided an updated ARPA Spreadsheet regarding the completed projects, projects in progress, and projects not started.

The Finance Committee, Mayor Allyn, III, and Public Works Director/Town Engineer Steve Masalin reviewed and discussed the following Projects:

Total Allocation: 4,327,093.49								
Request Title	Department	Approval Process	Date	Original ARPA Funds Appropriated	Revised ARPA Funds Appropriated	Total ARPA Funds Expended	Projected ARPA Funds Remaining	Status
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Budget Referendum	05/17/22	60,000.00	50,111.00	50,111.00	-	Completed
Erickson Park Enhancements	Park & Rec	Budget Referendum	05/17/22	55,000.00	55,000.00	-	55,000.00	Not Started
Housing Rehab Grant - additional funding	Land Use / Planning	Town Council Action	12/08/21	100,000.00	100,000.00	75,099.34	21,340.10	In Progress
Parks and Rec Summer Scholarships	Parks and Recreation	Budget Referendum	05/17/22	10,000.00	10,000.00	10,000.00	-	Completed
Nathan Lester House repairs	Historic Districts	Budget Referendum	05/17/22	40,000.00	95,575.17	39,424.30	-	In Progress
Ledyard Up/Down Sawmill	Historic Districts	Budget Referendum	05/17/22	125,000.00	69,424.83	31,740.00	-	In Progress
LED Sign Panel, Gales Ferry	Mayors office	Budget Referendum	05/17/22	35,000.00	26,443.27	26,443.27	-	Completed
LED Sign Panel, Ledyard Center	Mayors Office	Budget Referendum	05/17/22	35,000.00	35,000.00	17,500.00	8,556.73	In Progress
Replace Food Pantry Roof	Mayors office	Budget Referendum	05/17/22	25,000.00	8,700.00	8,700.00	-	Completed
Electric Vehicle charging stations	Mayors Office	Budget Referendum	05/17/22	20,000.00	20,000.00	-	20,000.00	Not Started

Request Title	Department	Approval Process	Date	Original ARPA Funds Appropriated	Revised ARPA Funds Appropriated	Total ARPA Funds Expended	Projected ARPA Funds Remaining	Status
Vinyl Re-siding of Food Pantry	Mayors office	Budget Referendum	05/17/22	17,500.00	17,500.00	-	-	In Progress
Solar Charging Stations	Mayors office	Budget Referendum	05/17/22	12,000.00	5,816.14	5,816.14	-	Completed
Added ClearGov Modules	MIS	Budget Referendum	05/17/22	10,500.00	10,500.00	10,500.00	-	Completed
Install WI-FI in Food Pantry	MIS	Budget Referendum	05/17/22	2,500.00	2,640.76	2,640.76	-	Completed
Balance of funding for Owl Pro	MIS	Town Council Action	12/08/21	831.00	831.00	831.00	-	Completed
Concrete Floor - Pole Barn	Public Works	Town Council Action	12/08/21	100,000.00	100,000.00	100,000.00	-	Completed
Town Green Upgrade Project	Public Works	Town Council Action	02/09/22	75,000.00	75,000.00	75,000.00	-	Completed
Gales Ferry Corridor Study	Land Use / Planning	Budget Referendum	05/17/22	15,000.00	50,000.00	-	50,000.00	In Progress
Police Radio Interoperability	Police	Budget Referendum	05/17/22	46,125.00	46,125.00	46,125.00	-	Completed
Replace Dispatch Stations (2) in EOC	Emergency Management	Budget Referendum	05/17/22	75,000.00	60,486.98	60,486.98	-	Completed
Radio upgrades	Police	Town Council Action	01/24/24	-	14,513.00	14,513.00	-	Completed
Replace Firehouse software	AES	Budget Referendum	05/17/22	8,000.00	8,000.00	8,000.00	-	Completed
Funding for youth mental health clinicians	Youth Services	Budget Referendum	05/17/22	190,000.00	190,000.00	13,587.25	149,850.25	In Progress
Automated Doors - Senior Center	Public Works	Budget Referendum	05/17/22	5,000.00	4,972.00	4,972.00	-	Completed
Road Restoration Fund	Public Works	Budget Referendum	05/17/22	114,885.00	114,885.00	114,885.00	-	Completed
Sidewalk Infill in Ledyard Center	Public Works	Budget Referendum	05/17/22	35,000.00	35,000.00	9,632.35	25,306.65	In Progress
Emergency Services Building HVAC system replacement	Public Works	Town Council Action	02/08/23	200,000.00	204,023.84	204,023.84	-	Completed
Park & Rec / Senior Center HVAC system replacement	Public Works	Town Council Action	02/08/23	155,000.00	152,382.44	152,382.44	-	Completed
Town Hall HVAC system replacement	Public Works	Town Council Action	04/13/22	80,000.00	80,072.48	80,072.48	-	Completed
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	Budget Referendum	05/17/22	23,000.00	23,000.00	-	-	Not Started
Replace brackets on streetlight poles	Public Works	Town Council Action	04/27/22	2,520.00	2,520.00	2,520.00	-	Completed
Ledge Light Health District - support COVID initiatives	Finance	Town Council Action	01/26/22	43,270.00	43,270.00	43,270.00	-	Completed
TVCCA - Commissary project	Finance	Town Council Action	12/08/21	15,000.00	15,000.00	15,000.00	-	Completed
Homeless Hospitality Center of New London	Finance	Budget Referendum	05/17/22	10,000.00	10,000.00	10,000.00	-	Completed
Sewer Line Extension Phase I	WPCA	Town Council Action	04/27/22	1,200,000.00	1,110,000.00	104,100.00	609,568.43	In Progress

Request Title	Department	Approval Process	Date	Original ARPA Funds Appropriated	Revised ARPA Funds Appropriated	Total ARPA Funds Expended	Projected ARPA Funds Remaining	Status
Multi-Use Pathway Administration and Engineering	Public Works	Town Council Action	04/10/24	-	90,000.00	33,372.40	-	In Progress
Sewer Line Extension Phase III	WPCA	Budget Referendum	05/17/22	950,000.00	950,000.00	-	950,000.00	Not Started
Skid Mounted Sewer Pumps	WPCA	Town Council Action	04/27/22	175,000.00	193,816.27	193,816.27	-	Completed
Add Sidewalks in Gales Ferry	Unknown	Budget Referendum	05/17/22	35,000.00	-	-	-	Not Started
Sandy Hollow Road Guardrail Replacement	Public Works	Town Council Action	03/13/24	300,000.00	300,000.00	300,000.00	-	Completed
UNCOMMITTED				(74,037.51)	(53,515.69)	-	(53,515.69)	Not Started
TOTALS		Total Committed		4,327,093.49	4,327,093.49			
		Total Expended				1,864,564.82		
						1,836,106.47		
						Projects with remaining balance - at risk		
						Balance from completed projects to be reallocated - at risk		

- Sewer Line Extension Project Phase I \$1,200,000-** Public Works Director/Town Engineer Steve Masalin stated Phase I of the Sewer Line Extension was currently in-process. He explained that there has been some savings because they have coordinated this work with the construction of the Multi-Use Pathway (pedestrian and bicycle) along Colonel Ledyard Highway, which was being paid with the \$2,540,000 Local Transportation Capital Improvement Grant Program (LoTCIP).

Councilor Ryan addressed the reallocation of ARPA Funding that was remaining from completed projects relative to the uncertainty of costs/surplus for the Sewer Line Extension Project (Phase I & Phase III) noting that they only had six-months remaining to get contracts in place, otherwise the funds would need to be returned to the US Treasury.

Councilor Ryan went on to note Phase I of the Sewer Line Project stating there would be approximately \$609,000 remaining that could be reallocated to the other two Phases of the Project. Mr. Masalin stated that they would have some funding remaining; however, he stated that they were hitting a lot of rock, noting that there was still some uncertainty at this stage about how much funding would be left from Phase I. Councilor Ryan questioned when they would have some fidelity on the dollar amount that was going to be left. Mr. Masalin explained that they were front loading the sewer pipe, and then the Multi-Use Pathway would be installed over the top of it, noting the Pathway was being

paid with LOTCIP Grant Funding. Mayor Allyn stated that Councilor Ryan was correct in that they were going to be up to a spending deadline. Councilor Ryan stated that he would not like to see the town have to send any money back to the US Treasury. Mayor Allyn stated that they had some good backup plans.

- ***Sewer Line Phase II*** – Public Works Director/Town Engineer Steve Masalin stated Phase II was the Commercial District and was currently not on the table. However, he stated it needed to be kept in reserve. He stated the Water Pollution Control Authority was proceeding to secure Engineering Service proposals to begin the Design Work.

Chairman Rodriguez questioned the cost of the design plans for Phase II. Mr. Masalin stated he spoke with Wastewater Supervisor Steve Banks, noting that the Water Pollution Control Authority (WPCA) needed to decide what the sewer service area would look like relative to how it would be piped to existing businesses and perspective development on Fairway Drive and Colby Drive. He went on to explain that he has been directing those who have come to him which included Mr. Dave Holdridge, and the owner of Valentinos Restaurant to the WPCA. He also noted that it was his understanding that the owner of Ledyard Center Village Market was also interested in the sewer line project.

Chairman Rodriguez questioned the timing. Mr. Masalin explained the process stating that they would have to engage a Consultant to help them scope out where the sewer lines were going to be installed before they could draw up the specific design plans. He stated that he thought they could get a contract in-place by the end of the calendar year. He stated the timeframe was tight, noting that things take longer than you expect. He stated the WPCA needed to get moving on Phase II and Phase III.

- ***Sewer Line Phase III: \$950,000 ARPA Funding*** - Public Works Director/Town Engineer Steve Masalin stated Phase III would bring the sewer line from the High School to the Pump Station, and on to Pennywise Lane. He stated the sewer line in this area needed to be enlarged to handle the load coming from Ledyard Center. He stated the Phases of the Project seemed to be out of order in terms of their numbering.

Mayor Allyn stated the design work for Phase III has been moving along, noting that they have been paying invoices. He stated that Mr. Masalin would be contacting Weston & Sampson Engineers to check on the status of their work, noting that it would probably be a couple more months before they would have the design work completed. He noted that they had some advantage for Phase III because the laying of the larger sewer pipe would follow the path of the existing undersize sewer line. He stated that the timing was going to be tight.

- ***Town Hall Exterior Locking Doors \$23,000 ARPA Funding*** – Public Works Director/Town Engineer Steve Masalin stated the installation of the Automated Doors for the Town Hall front entrance was completed, noting that they may have approximately \$18,000 remaining.
- ***Town Hall Vertical Lift \$250,000*** - Public Works Director/Town Engineer Steve Masalin stated that he initiated architectural work to install a Vertical Platform Lift at the Town Hall. He stated it was an alternative to a full elevator, noting that it would provide access from the lower floor to the upper floor. He stated although they may not

be in violation of the American Disabilities Act (ADA) that the lift was needed, explaining for people who cannot navigate the stairs, have to drive their car around Town Hall and park on the street to access the upper level of Town Hall.

- **Ledyard Center Sidewalk In-Fill: \$35,000 ARPA Funding** – Public Works Director/Town Engineer Steve stated the \$35,000 may not be enough funding to complete the construction of the sidewalks in the two missing sections: (1) In front of Holdridge Garden Center; and (2) Across the street in front of Dime Bank up to the Post Office. However, he stated that they would have plans and State Permits in-place and would get as much accomplished as they could with the ARPA Funding and would then continue to work to complete the sidewalks as funding becomes available. He noted the Multi-Use Pathway, which was being paid by Local Transportation Capital Improvement Plan (LOTICIP) Grant Funding would install sidewalks in the area after Valentinos Restaurant to the Bestway Market on Route 117.
- **LED Message Signs - \$70,000**– Mayor Allyn stated the sign in front of the Gales Ferry Fire Department on Route 12, Gales Ferry, was installed and was now operational. He stated he finally received approval from the State to install the second LED Message Sign in Ledyard Center that would be located in the arch of the stonewall in front of the Upper Town Green. He stated that he had to contact the Commissioner of the Department of Transportation to finally move Ledyard’s request along.
- **Erickson Park Improvements \$55,000** - Mayor Allyn stated the stone dust path was put down this past fall (2023). He stated a Contractor has been hired; however, he stated Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. was trying to work around the June 8, 2024 Harvard-Yale Regatta Festival. He stated that he would follow-up with Mr. Johnson tomorrow.
- **Mental Health Balance \$150,000** – Mayor Allyn stated based on the current caseload that they were projecting to have approximately \$100,000 left at the end of 2026. He stated Clinician Pat Frost had two cases, and he noted that only one client accepted services for the summer. He stated Social Services Director Karen Goetchius has been looking to hire an additional Clinician on a Per Diem basis. However, he stated if there were no takers of the service that the Per Diem Clinician would not be paid. He stated that he was considering making a recommendation to leave \$50,000 earmarked for Mental Health Services, which at the current usage rate would provide for two years of services. He noted the Finance Committee would need make a determination within the next two meetings on the allocation of these funds.

RESULT: CONTINUE

Next Meeting: 07/17/2024; 5:00 p.m.

2. Continued discussion regarding potential uses for the funding received from the National Opioid Settlement Payments.

Mayor Allyn, III, stated Ledyard received an Opioid Payment in the amount of \$9,098; noting to-date the town has received a total of \$109,703.61; and that they would continue to receive Opioid Funding through 2037. He went on to explain at their September 27, 2023 meeting the Town Council appropriated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/ Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention,

treatment, and recovery options. He stated Emergency Narcan Kits were installed at the Upper Town Green in Ledyard Center and at the Gales Ferry Community Center parking lot. He suggested the Town Council expand the use of the Opioid Funds, noting at the Finance Committee's April 3, 2024 he suggested they consider other Agencies such as SERAC, located in Norwich, noting that they do similar work. He stated a recent article reported that to-date only 3% of the Opioid Settlement Funds have been spent in Connecticut. He stated that Ledyard was one of few towns that has been putting the money out into the community. He offered to invite SERAC to give a 10-15 presentation to the Town Council, should the Finance Committee be interested and learning about their programs.

Councilor Saccone questioned whether the Emergency Narcan Kits have been used. Mayor Allyn stated Ledyard Prevention Coalition Kerensa Mansfield would be providing updates on the resupplying of the Kits.

Chairman Rodriguez stated that people were happy that the Emergency Narcan Kits were available, noting that pictures of the Kits have been posted on social media. She stated they needed to get this information out to the public to help lower the number of overdoses.

Councilor Buhle questioned whether the Opioid Funds could be used for a Comfort Dog. Mayor Allyn stated there were very specific uses of the funds. He stated it was a lengthy document and that he would need to review it again to refresh himself on the various uses and report back at the Finance Committee's July 17, 2024 meeting.

Councilor Buhle questioned whether they could use the Opioid Funding to purchase Narcan to distribute to people when they drop off their unused medications at the Drug Take Back Days. She stated that they need to have an Event to emphasize that Narcan was not just for drug addicts. She stated often times pain medications were prescribed after a surgical procedure or for other injuries; and people do not recognize the dangers of the medications. She stated overdoses could affect any family, and they have to create an environment to normalize having Narcan in your home and break the stigma that it was for people who have an addiction.

Chairman Rodriguez stated during the Drug Take Back Day they do not distribute Narcan. She stated that Ledge Light Health District has been at the Farmers Market in the past, and that they demonstrated how to use the Narcan. She stated it would be great if Ledge Light Health District could be at the Farmers Market at least once during this summer, noting they could reach a lot of people there. She stated that she would mention doing a Community Educational Event to the Ledyard Prevention Coalition at their next meeting.

Mayor Allyn noted Councilor Buhle's suggestion, and he stated the funds could be used to purchase Narcan in bulk. He went on to state that they could distribute the Narcan at the Farmers Market noting about 1,000 people visit the Farmers Market each week.

Councilor Saccone addressed the importance to have Narcan in your home so that it was available should someone need it.

Councilor Ryan stated he did a quick word search on the following words: "*therapy, canine, dog*" for the permitted uses of the Opioid Settlement Funding. He stated only "*therapy*" came up noting that he did not find *therapy dog* as a permitted use of the money. However, he stated a number of the uses they were discussing this evening were permitted uses.

3. Continued discussion regarding potential uses of the revenue received from Public Act No. 21-58 *“An Act Concerning Solid Waste Management”* in accordance with *“Resolution Regarding Revenues Received from Beverage Container Surcharges”* adopted on June 8, 2022.

Public Works Director/Town Engineer Steve Masalin stated as follow up to the April 3, 2024 Finance Committee meeting that he obtained information regarding a Lease/Purchase Plan for a Pelican Street Sweeper along with sharing the piece of equipment with the Town of Preston.

Mr. Masalin began by providing some background noting that the Town of Ledyard sold its 20-year-old sweeper in 2022 with the thought that the Department could economically cover the Town’s annual sweeping needs through a rental. He stated the Town rented a sweeper in 2023 and 2024, using the Beverage (“Nip”) Container Surcharges Revenue. However, he stated the results substantially failed to meet their expectations for a number of reasons. He went on to state that they also learned that the availability of rental units significantly declined, with no prospects of increasing. He stated in light of this predicament, he now felt that owning a sweeper would be the best, and most economical way to meet the town’s needs. He stated that coincidentally the Town of Preston’s Street Sweeper was at the end of its lifecycle, and they were looking to replace it. He stated Ledyard has been providing some services to Preston which included mechanic services and maintaining Preston’s fleet.

Mr. Masalin continued by reviewing a quote from Pelican in the amount of \$285,990 which was attached to the Agenda on the meeting portal for tonight’s meeting. He stated because they did not have funding in a Reserved Capital Account to purchase the Street Sweeper, that this would be a Lease/Purchase Arrangement, which Ledyard has done twice before for other large pieces of equipment. He stated the Annual Lease/Purchase Payment would be \$66,467 including a 5% interest rate.

Mr. Masalin explained that Ledyard had an opportunity to share this Street Sweeper with Preston, which would easily cover the annual scope of work for each town and also be available for spot needs throughout the year. He stated the cost share would be allocated proportionally on the basis of paved road mileage as follows:

Ledyard: 110 miles of roadway = 220 Lane Miles Per Year	\$44,000 (2/3 cost)
Preston: 55 miles of roadway = 110 Lane Miles Per Year	\$22,000 (1/3 cost)

Mr. Masalin stated he and Councilor Buhle discussed the proposal to use the Nip Bottle Revenues to pay for the Street Sweeper. He noted Finance Director Matthew Bonin stated the *Beverage Container Surcharges (Nip Bottles)* Account current balance was \$44,362.83 which would be enough money to cover the first two annual payment and beyond that.

Mayor Allyn stated Ledyard’s Nip Bottle Revenue averaged about \$15,729.28 every six months for an annual Revenue of \$32,458.65, noting that the town would still have to supplement the annual cost for the Street Sweeper. Mr. Masalin stated that their Street Sweeper Operator told him that there were more Vaping Cartridges on the roads than nip bottles.

The Finance Committee and Mr. Masalin discussed the following:

Term of Lease:- Five year Lease. Mr. Masalin stated CN Wood was the franchise holder of the Pelican Sweeper. He stated this Lease/Purchase Arrangement would be through a Sourcewell Contract, who was on Ledyard's Standing Bid Waiver List and that Preston also used the Sourcewell for their Financing/Lease Program.

State Street Sweeping Requirements:- Mr. Masalin stated annual sweeping was a requirement of the Municipal Separate Storm Sewer System (MS4) Program. He stated although both towns (Ledyard and Preston) have shifted to treated salt for winter operations; and have eliminated the accumulation of sand that use to accompany road treatment, that there was still a considerable amount of debris that collected along the road edges from other sources. He stated for the 2024 sweeping season, thirty-two (32) large dump truck loads (about 100 tons) of debris was collected from their roads.

Preston's Funding: – Mr. Masalin stated that he has been working as an Interim Public Works Director for Preston, noting that their new Director would be hired this month. He stated he has been discussing the shared Street Sweeper arrangement with Preston for a couple of weeks, noting that their funding approach and purchasing process was different than Ledyard's. He stated he was working to draft a *Memorandum of Agreement* (MOA) between Ledyard and Preston. He stated once the Memorandum of Agreement (MOA) was approved that Preston would then work out their details for funding.

Renting Street Sweeper from another Town: Mr. Masalin stated he did not believe another town would rent their Street Sweeper to Ledyard. He stated in the past that he would not lease Ledyard's Street Sweeper to any other town. He stated "*Regionalization*" was a great buzz word. However, he stated mutually sharing certain types of equipment could be a nightmare. He stated because there was a small scope of use of a Street Sweeper that the risk, wear and tear, accountability, timing, etc. made sharing a street sweeper challenging. Councilor Buhle stated if Ledyard could lease a street sweeper from Groton for \$10,000 a year that it would be less expensive than the Lease/Purchase of \$44,000 a year. Mr. Masalin stated that he did not look into renting a sweeper from another town, noting that the proposed arrangement with Preston would work because they did not have a lot of road milage and they would be able to complete sweeping the roads in both towns before paving season began.

Conveyance Revenue Balance : - Ordinance #200-009 "*An Ordinance Providing for the Transfer of Certain Revenue from the Real Estate Conveyance Tax to Specific Town of Ledyard Funds*" stated:

"..... all revenue remitted to the town by the Town Clerk **from the real estate conveyance tax shall be deposited** to the following Town of Ledyard Funds in the specified percentages. A sum equal to forty percent (40%) of the money thus received shall be deposited to Fund 8, the Parks and Recreation Capital and Non Recurring Expense Fund; **an additional forty percent (40%) of said money shall be deposited to Fund 6, Capital and Non Recurring Funds, to be used only for capital/infrastructure expenses;** and the remaining twenty percent (20%) of said money shall be deposited to Fund 6, Capital and Non Recurring Funds, with an Acquisition of Open Space Allocation"

Mr. Masalin explained that 40% of the conveyance tax collected was transferred to the Public Works Heavy Equipment Capital Non Recurring Account. He stated that he did not know the balance of that fund.

Five-Year Historical Street Sweeper Expenses: - Mr. Masalin stated that there were consumables such as brooms and some other things they had to purchase every year. However, he stated that he did not know how far back their expense history was available on the system.

Extended Warranty: - Mr. Masalin stated the Quote provided for tonight's meeting was quickly put together, noting that there were a few details such as an extended warranty that needed to be worked out. He stated the Town Garage has done some routine maintenance work on the previous Street Sweeper, noting that periodically they would send the sweeper back to the manufacturer for extensive refurbishment work. He stated in the past that he included funding in the Heavy Equipment Reserve Account so that the funding was available for the refurbishment work when needed.

The Finance Committee agreed that both the Street Sweeper and the Food Scrap Composting were important initiatives that had to be addressed and were a good use of the revenue received from *Beverage Container Surcharges (Nip Bottles)*.

The Committee agreed to move on to Item #4 Compost PILOT Program.

RESULT: CONTINUED

Next Meeting: 07/17/2024; 5:00 p.m.

4. Continued discussion regarding PILOT Composting Program.

Councilor Ryan stated the Compost Program was going to become another unfunded mandate, noting the merit of the PILOT Program for the use of the revenue received from *Beverage Container Surcharges (Nip Bottles)*.

Councilor Garcia-Irizarry stated based on the May 15, 2024 Finance Committee Meeting she obtained updated Quotes from Blue Earth Compost, noting that the pricing did not change. She stated the new Quotes were attached to the Agenda on the Meeting Portal.

The Finance Committee reviewed the Blue Earth Compost costs as follows:

- **Starter Kit at a cost of \$3,901 would include the following:**
 - ✓ 100 - 6 Gallon Container (\$1,738)
 - ✓ 2,500 Compostable Bags (\$450)
 - ✓ 64 Gallon Bin at the Transfer Station - No Container Delivery Fee (If starter Kits and 64-Gallon Bin were delivered the same day)
- **One -Year Contract \$7,802; Six-Month Cost \$3,901**
 - ✓ \$35 per week service collection
 - ✓ \$12 X 2 per week 64-Gallon Bin Fee
 - ✓ \$2 X 2 per week Cleaning Fee
 - Total Weekly Fee: \$63.00 X 26 Weeks = \$1,638
- Early Termination Fee 1-Month charge (\$250)

Councilor Buhle stated the six-month service cost of \$3,901 would include the Starter Kit as noted above. She stated thereafter the cost would be \$1,678 providing the costs stayed the same, noting that the Stater Kit was a one-time cost.

The Finance Committee noted that during the Fiscal Year 2025/2026 Budget preparation (next year's budget) that they would need to address the funding options to support both the Street Sweeper (see above Old Business Item #3) and the Food Waste Compost Program, noting that both initiatives were viable uses of the *Beverage Container Surcharges Revenues (Nip Bottles)*.

Public Works Director/Town Engineer stated he had enough money in his Sanitation Account to operationally fund the Blue Earth Compost Contract. He also noted that Southeastern Connecticut Regional Resources Recycling Authority (SCRRA) would eventually absorb the destination and integrate the Food Waste Composting Program into the Curbside Collection Services.

The Finance Committee questioned whether they needed to vote on the Blue Earth Compost Contract. Mr. Masalin explained that no action was needed because the Blue Earth Compost would be paid out of the proper budget account "*Sanitation*" and because the contract was under the \$5,000 threshold they were not required to solicit bids.

The Finance Committee thanked Mr. Masalin for taking on the cost this Compost PILOT Program noting the importance to begin reducing trash tonnage by removing the Food Waste from the household waste stream; and for residents to become aware and participate in the Blue Earth Compost Pilot Program.

Councilor Buhle noting the following Next Steps:

- Order the Starter Kits
- Contact the Farmers Market to reserve a space to talk to residents about the Composting Program.
- Distribute the Compost Containers and Compostable Bags.

RESULT: COMPLETED

5. Any Old Business proper to come before the Committee – None.

X. ADJOURNMENT

Councilor Buhle moved the meeting be adjourned, seconded by Councilor Ryan.
3 - 0 Approved and so declared, the meeting was adjourned at 6:19 p.m.

VOTE:

Respectfully submitted,

Anthony Saccone, Sr.
Committee Chairman
Finance Committee